

# Washington State Economic Development Commission Organization and Bylaws

## **Article I: Establishment**

The 2003 Legislature established the Washington State Economic Development Commission (heretofore referred to as Commission) to provide private sector input to the state's economic development strategies and policies.

## **Article II: Purpose**

The Legislature created the Commission to oversee the economic development strategies and policies of the Washington State Department of Community, Trade, and Economic Development (DCTED). The Commission will ensure that economic development remains a priority at the state level, because the state's economic vitality underpins all of its other programs as well as Washington's overall quality of life.

## **Article III: Membership**

*Section 1.* The Commission consists of at least seven and no more than nine members appointed by the Governor with input from economic development organizations such as industry associations, labor organizations, minority business associations, economic development councils, chambers of commerce, port associations, tribes, and the chairs of the legislative committees with jurisdiction over economic development.

*Section 2.* Members are representative of the geographic regions of the state, including eastern and central Washington, as well as representative of the ethnic diversity of the state. At least three fourths of the representation represents the private sector, such as from existing and emerging industries, small businesses, women-owned businesses, and minority-owned businesses. The Commission also includes representation from other sectors of the economy that has experience in economic development, including labor organizations and nonprofit organizations.

*Section 3.* Members appointed by the Governor serve at the pleasure of the governor for three-year terms, except that through June 30, 2004, members currently serving on the economic development commission created by executive order will continue to serve at the pleasure of the governor. Of the initial members appointed to serve after June 30, 2004, two members will serve one-year terms, three members will serve two-year terms, and the remainder of the commission members will serve three-year terms. Any Commission member may be reappointed at the discretion of the governor.

*Section 4. Members of the Commission serve without compensation. If funds are available, Commission members may be reimbursed for travel expenses at the rate established by the Office of Financial Management.*

*Section 5. Members of commission are subject to the state ethics law RCW 42.52.*

## **Article IV: Duties**

The Commission shall:

- (1) Review and periodically update the state's economic development strategy, including implementation steps, and performance measures, and perform an annual evaluation of the strategy and the effectiveness of the state's laws, policies, and programs which target economic development;
- (2) Provide policy, strategic and programmatic direction to DCTED regarding strategies to:
  - (a) Promote business retention, expansion, and creation within the state;
  - (b) Promote the business climate of the state and stimulate increased national and international investment in the state;
  - (c) Promote products and services of the state;
  - (d) Enhance relationships and cooperation between local governments, economic development councils, federal agencies, state agencies, and the legislature;
  - (e) Integrate economic development programs, including work force training, technology transfer, and export assistance; and
  - (f) Make the funds available for economic development purposes more flexible through advocacy to meet emergent needs and maximize opportunities;
- (3) Identify policies and programs and advocate leveraging of creative, effective, best-practices from other states and local economic development partners to assist Washington's small businesses;
- (4) Assist the department of community, trade, and economic development with the identification of sources of and the procurement and deployment of private funds for business development, retention, expansion, and recruitment as well as other economic development efforts;
- (5) Meet with the chairs and ranking minority members of the legislative committees from both the house of representatives and the senate overseeing economic development policies; and
- (6) Make a biennial report to the appropriate committees of the legislature regarding the commission's review of the state's economic development policy, the commission's recommendations, and steps taken by the department of

community, trade, and economic development to implement the recommendations. The first report will be presented by December 31, 2004.

## **Article V: Officers and Elections**

*Section 1.* The officers of the Commission shall be a Chair and Vice-Chair.

*Section 2.* The Commission Chair and vice-Chair shall be selected from among the appointed members by the majority vote of the members.

*Section 3.* The Chair or Chair's designee is the official spokesperson for the Commission on all matters of concern that have been addressed by the Commission. The Chair or designee shall publicly express only those points of view regarding Commission policy matters that are reflective of and have been agreed upon by the Commission.

*Section 4.* The Chair shall preside at all meetings of the commission; call special meetings when necessary; consult with staff on preparation of commission agendas; and perform all other duties necessary or incidental to the office.

*Section 5.* In the absence of the Chair, or in the event of the Chair's inability to act, the vice-Chair shall perform the Chair's duties. In the event of the absence or inability to act of both the Chair and the vice Chair, the remaining members shall appoint one of their members to act temporarily as Chair.

*Section 6.* The Chair shall decide on all points of order and procedure during meetings and his/her decision shall be final unless overruled by a majority of the members present.

*Section 7.* The Chair shall serve two-year terms and shall not serve more than two consecutive terms. An election to determine the chair and co-chair for each upcoming term will be held at the last quarterly meeting of the previous year.

*Section 8.* The Chair may be removed from position of Chair of the Commission at any time through a majority vote of the Commission.

## **Article VI: Commission Meetings**

*Section 1.* Regular quarterly meetings will be held on the first Wednesday of February, May, August and November at a time and location to be published in the Washington State Register each January.

*Section 2.* In addition to regular quarterly meetings, special meetings, including telephone meetings, may be called as needed with prior notice consistent with the Open Public Meetings Act of 1971.

*Section 3.* An agenda will be provided not less than two weeks prior to a quarterly meeting. The Chair will work with Commission staff and will consider input from the

Commission to develop meeting agendas. Items for the agenda must be submitted to staff no less than two weeks prior to publication of the agenda.

*Section 4.* To further its mission, the Commission may agree to invite specific stakeholder representatives to participate in Commission meetings.

*Section 5.* A quorum of the Commission shall consist of a majority of members. The Commission will take action pursuant to verbal motions by a Commission member. The action will be approved if a quorum is present at a meeting and a majority of those present at a meeting vote in favor of the action. Voting will be by a show of hands.

*Section 6.* The Chair may cancel or postpone a quarterly meeting if a majority of Commission members is not able to attend the meeting. Meetings may be continued in a manner consistent with the Open Public Meetings Act of 1971.

*Section 7.* A Commission staff member will record minutes of each quarterly meeting and will post the minutes on the Commission's web site within one week of each of the meetings.

*Section 8.* The Commission and any committee that is a quorum of the Commission, that exercises actual or defacto decision-making power on behalf of the Commission, that conducts hearings, or that takes public testimony or public comment, shall follow Washington's open public meeting laws (Chapter 42.30 RCW).

*Section 9.* Commission members may refer to Robert's Rules of Order regarding rules of procedure for guidance with respect to the conduct of meetings or points of order.

## **Article VII: Committees**

*Section 1.* The Chair may appoint standing committees or special purpose task forces of one or more members for such specific purposes as the Commission may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed, and after its final report is made to the Commission.

*Section 2.* Committees and task forces of the Commission may include participants or advisors who are not Commission members. Each committee shall include at least one Commission member as either chair or co-chair. The Chair or co-chair shall have the option of recruiting and deploying outside participants, upon approval of the Commission. The Commission will endeavor to vet committee members for domain, geographic or stakeholder expertise while avoiding conflicts of interest between the committee participants and the independent work of the Commission. Committee or task force members will serve for a period to be determined by the need and at the pleasure of the Commission Chair, and will be uncompensated for time or expenses.

*Section 3.* All committees shall make a progress report to the Commission when appropriate.

*Section 4.* No committees shall have other than advisory powers unless, by suitable action by the Commission, it is granted specific power to act.

## **Article VII: Amendment of the Bylaws**

These bylaws are adopted by a majority vote of the Commission and will continue in force for the Commission until rescinded or amended. They may be suspended, rescinded, or amended by a majority vote of the Commission.

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*Note: blue text denotes language derived directly from the 2003 ED Commission legislation.*